

MDW ACCIDENT PREVENTION PLAN HANDBOOK

SAFETY AWARENESS

Safety Training Goal: Understand the reasons for safety practices on the job and the importance of a positive attitude for safety.

1. Introduction.

a. Literally hundreds of thousands of workers are injured on the job each year, and more than 11,000 of these workers die from accidents in the workplace. Statistics like these should be reason enough to take safety seriously, and to have a positive attitude toward safety on the job. Think about the problems that workplace accidents cause:

(1) Lost work time--keeping you away from the job and costing you money.

(2) Lost productivity time--time that could be spent working productively to meet goals and build a successful organization.

(3) Lower morale--since no one wants to come to work at a hazardous workplace.

(4) Painful injuries--these could be permanent, affecting the quality of a worker's life until he or she dies.

b. The MDW's installations spend a great deal of time and money trying to make the workplace as safe as possible. One way they do this is by complying with OSHA rules. These rules are intended to ensure that employees are provided with a safe and healthful working environment. But no matter how much the installations do, and how many rules are put in place, the bottom line is that safety is up to each and every individual employee.

2. Discussion.

a. Attitude Is Important. Even though we call injuries and fatalities "accidents," the fact is that almost all of them can be prevented. There's no question about it; when employees have an awareness of safety and a positive safety attitude, the number of injuries and accidents goes way down. On the other hand, poor safety habits and a bad attitude cause accidents to happen.

(1) Here are some examples:

(a) Complacency--not paying attention to what you're doing because you've done it so many times before.

(b) Emotions--becoming angry or upset because of something that happened at home or at work.

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(c) Fatigue--not getting enough sleep to do the job properly.

(d) Risk taking--ignoring what you've learned in safety training sessions, or disregarding hazard signs and warnings.

(e) Self-centeredness--thinking that the rules don't apply to you, and not being concerned about the safety and well-being of others.

(f) Carelessness--fooling around and not thinking about the possible hazards of a particular action.

(2) Instead of a bad attitude, employees need to develop a positive attitude toward safety by:

(a) Paying attention during safety training sessions.

(b) Following all safety rules.

(c) Thinking about the possible risks before starting a job and trying to eliminate them.

(d) Staying alert and focused.

(e) Considering how their actions might affect the safety of others.

b. Common Sense is the Key.

(1) The foundation for a positive safety attitude is using good common sense at all times. Most accidents happen when people fail to use their common sense: not paying attention, fooling around, taking needless risks, or failing to get the information they need to do a job properly and safely. Examples of using common sense include:

(a) Using the right personal protective equipment (PPE) for the job.

(b) Observing rules against eating or smoking in a work area.

(c) Using the right tool for the job.

(d) Keeping the work area clean and orderly.

(e) Not using worn or damaged tools or equipment.

(f) Using particular care around electricity and power equipment.

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(g) Reading and understanding the safety information on labels and MSDSs.

(2) Above all, using common sense means always having the information you need to do the job safely. This means that if you don't know how to do a job safely, ASK. There's no such thing as a dumb safety question. If you have any doubts at all about how to do a job, the risks involved, and how to prevent those risks, then ask a supervisor--and ask again if you didn't understand all of the answer the first time.

3. Conclusion.

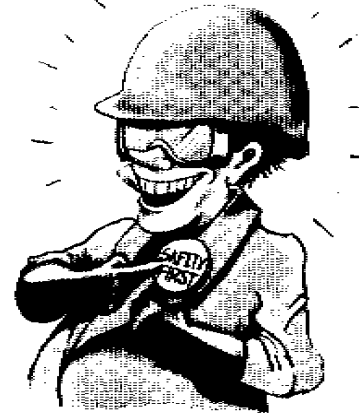
There's too much at stake to have a bad attitude toward safety--your job, your health, and even your life. That's why we take safety very seriously, and refuse to tolerate violations of the safety rules, or employees whose actions put themselves and others in danger needlessly. The best way to prevent accidents and injuries is to develop and maintain a constant awareness of safety and a positive safety attitude at all times.

Check Your Safety Attitudes

Can your attitudes and beliefs cause unsafe behavior? You bet! Your ideas and attitudes about safety lead to behavior that can either keep you safe or set the stage for trouble.

No one sets out to have unsafe attitudes or work habits. Your beliefs form over time, often without your being aware of how they take shape.

Do you have unsafe attitudes about work? If the ideas on the left look familiar to you, read the boxes on the right to learn safer attitudes.



UNSAFE ATTITUDES

"It can't happen to me. I've done this job a thousand times and know it inside and out."

"I've got to finish this job quickly."

"This broken equipment is just not my responsibility."

"Things go wrong sometimes with tools and equipment. There's nothing you can do about it."

"This procedure has too many steps. I'll do it my way."

SAFE ATTITUDES

No matter how seasoned a worker you are or how many times you've done the job without accidents, always review the proper procedures for the job before you start work.

It's more important to be uninjured than to finish a job quickly. Ask yourself why you're rushing. Do you think that your company values speedy production over safety? Are you hurrying to meet a personal timeline? Slow down and be safe.

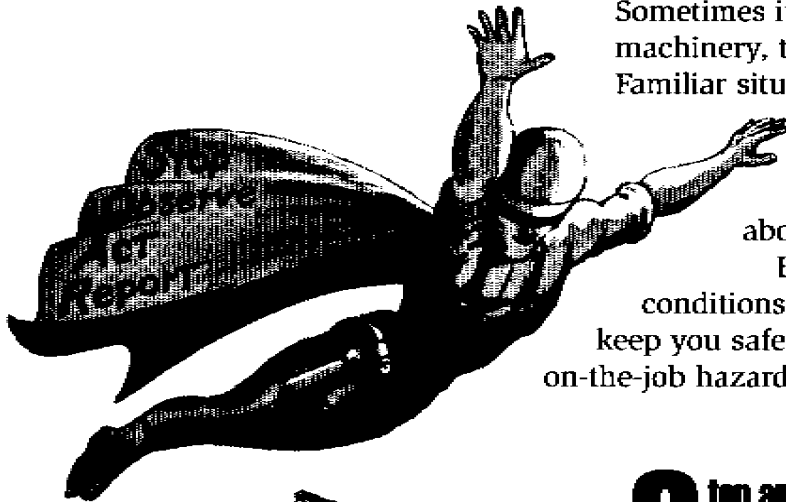
As part of a team, it's your responsibility to be alert and aware of hazards and behavior that can affect everyone in your workplace. When you spot a hazardous situation or see coworkers practicing unsafe behavior, stop what you're doing, correct the unsafe conditions and report them to your supervisor. Tell your coworkers that they're working unsafely. They'll be grateful for your input.

With proper training and careful habits, you can control the tools and materials you use. Make sure you know how to handle tools, equipment, machinery and hazardous materials. If you're not sure, ask for additional training.

Safe work habits include sticking to established procedures for specific tasks. These procedures were created with the safety of everyone in mind. On the other hand, if you encounter a procedure that you know is dangerous, bring it to the attention of your supervisor before you start the job.

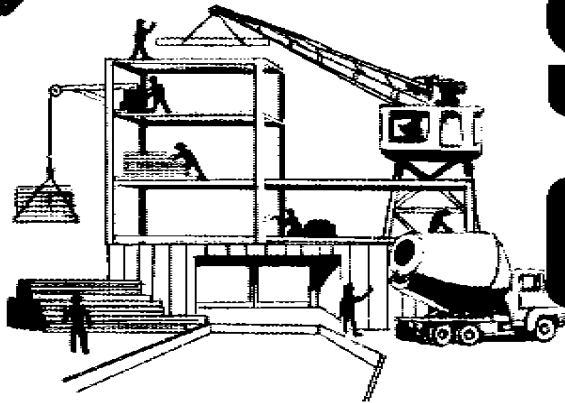
SOAR to Safety

Stop, Observe, Act, Report



Sometimes it's easy to take for granted the people, machinery, tools and equipment you see every day. Familiar situations and faces can fade into the woodwork so that you don't notice a torn piece of insulation on a power tool, or the fact that a coworker is about to use the wrong ladder for the job.

But careful observance of work conditions, surroundings and situations can help keep you safe. Remember to SOAR to help you spot on-the-job hazards you may otherwise fail to see.



Stop and look.

Before you start a new job or as you walk through your workplace, take a moment to look around.

Observe working conditions, safety hazards and your coworkers' actions.

Be on the lookout for the proper tools and equipment, personal protection equipment and the actions of your coworkers.

Act to remedy dangerous situations.

If you see people using equipment incorrectly or failing to use personal protective equipment, bring it to their attention. Inform coworkers of dangerous behavior.

Report hazardous working conditions.

After you've done what you can to remedy dangerous situations, report dangerous working conditions to your safety team or supervisor.

Talk to Your Coworkers About Safety



Have you ever noticed a coworker performing an unsafe act, such as removing a machine guard to make a job go faster, or using the wrong tools for a job? Assuming the person was not in immediate danger, what did you do? Did you turn and walk the other way, thinking to yourself “That’s not my problem”? Or did you interrupt your routine to approach the person and point out the unsafe act?

Safety is everyone’s responsibility. Although you may feel embarrassed or awkward about telling coworkers that they’re practicing unsafe habits, offering good advice can prevent injury. Your embarrassment will soon take a back seat to the satisfying knowledge that you’ve taken steps to guard another’s well-being and make the workplace safer for everyone.

WHAT’S THE BEST WAY TO ADVISE A COWORKER ABOUT SAFETY?

- ✓ Approach the person directly. Take care not to surprise or startle the individual.
- ✓ Gently point out the dangers of what he or she is doing or failing to do. Focus on the person’s actions and avoid personalizing what you say.
- ✓ Use the opportunity to brainstorm safer ways to handle the situation in the future. It’s a safe bet that your coworker will thank you for intervening.

**Speak up
and help others
stay safe.**

WHAT'S YOUR SAFETY SCORE?

Safe Habits Are Easy To Learn

We all try to be safety conscious, but at times we find excuses for not acting safely, both on and off the job. This quick "quiz" can help you identify some common safety practices, and may help you find areas that you can improve. Take a few minutes to find out your safety score. (Circle the answer that you think best describes your own practices.)

Safe Practices

1. I wait until after work to let off steam in "horseplay."
usually once in a while never
2. I read labels before using chemicals.
usually once in a while never
3. I use the right equipment, even when it takes longer.
usually once in a while never
4. When I see a spill, I clean it up.
usually once in a while never
5. When I start a new job, I ask questions to make sure I understand how to do it right.
usually once in a while never
6. I come to work well-rested and awake.
usually once in a while never
7. My workshop and home are equipped with a fire extinguisher.
yes no
8. Emergency police, medical, and fire numbers are posted where all can easily find them.
yes no

Safe Conditions

1. When the proper safety equipment is not available, I let my supervisor know right away.
usually once in a while never
2. I inspect the area and machines I'm responsible for.
usually once in a while never
3. I make sure electrical cables and wires are in good condition.
usually once in a while never
4. When I see a condition that might be dangerous, I take care of it myself or report it right away.
usually once in a while never
5. I know the hazards of my job, and I don't begin until I've taken all necessary precautions.
usually once in a while never
6. In winter climates, I carry sand, salt, or chains in case of snow.
usually once in a while never
7. I disconnect plugs from outlets by pulling on the plug, not the wire.
usually once in a while never

Safe Attitudes

1. I stay focused on the task at hand.
usually once in a while never
2. When I'm angry, I take a "time out" before going back to a possibly dangerous task.
usually once in a while never
3. When I see a situation that might be dangerous, I report it.
usually once in a while never
4. When I take a safety class, I ask questions and pay attention.
usually once in a while never
5. When I know a coworker is taking drugs or drinking, I let my supervisor know.
usually once in a while never
6. I come to work in a good state of mind.
usually once in a while never
7. I relax without alcohol or drugs.
usually once in a while never
8. I'm careful to put out matches, cigarettes, or fires completely.
usually once in a while never

SCORING

Give yourself 3 points for each "usually" or "yes," 2 points for each "once in a while," and 1 point for each "never" or "no."

Over 58: *Excellent.* Excellent attitude, habits, and a bright, safe future.

47-58: *Good.* Select 5 areas for improvement and try to change your "once in a while" to "usually."

36-46: *Lucky.* You're lucky if you've never been in an accident. Work on changing your "once in a while" or "nevers" to usually.

Under 36: *Time Bomb.* You are an accident waiting to happen. Better start work on 5 dangerous habits today!

Get an Attitude!

A BAD ATTITUDE For Safety Is...

● **Complacent:** on "automatic pilot" because a job has been done so often

● **Emotional:** angry or upset by something that has happened at home or at work

● **Tired:** worn out from too little sleep or too many hours on the job

● **Risk-taking:** does a job without enough training, doesn't pay enough attention to training, or takes shortcuts

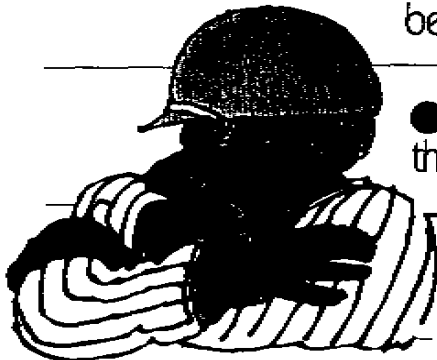
● **Reckless:** thinks that safety rules aren't important or don't apply to **ME**

● **Selfish:** thinks that no one else is affected by **MY** actions

● **Careless:** Eats or smokes in work areas with hazardous materials or combustibles

A BAD ATTITUDE sets you up for a painful accident!

Don't take a time-out for safety. Take it seriously ALL the time.



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A GOOD ATTITUDE For Safety Means Being...

- **Attentive** to safety training and safety talks
- **Eager** to understand workplace procedures and asking questions about anything not understood
- **Alert** for anything that doesn't "feel" right and anything that could go wrong—before a job is started
- **Careful**, taking precautions, and wearing protective clothing and equipment
- **Focused** on the job
- **Team-oriented** and using the buddy system for hazardous tasks
- **Serious** about safety—never fooling around on the job



Fooling around is for FOOLS!

Lew and Sandy were bored and started playing catch with their tools. They didn't stop to think about what might go wrong. Unfortunately, Lew missed. Another worker was hit—and injured.

(OTBI)
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